

# Public Assistance: Post-Declaration

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## Pre-Declaration Process



Damage Assessment Process



Governor's Request for  
Federal Assistance

## Post-Declaration Process



Declaration



Applicant Briefing



Kickoff Meeting



Submission of Costs

# Applicant Briefing

- Explain the reimbursement process
- Submission of Request for Public Assistance (RPA) Application
- Primary point of contact
- Application Deadline Date



# Kickoff Meeting

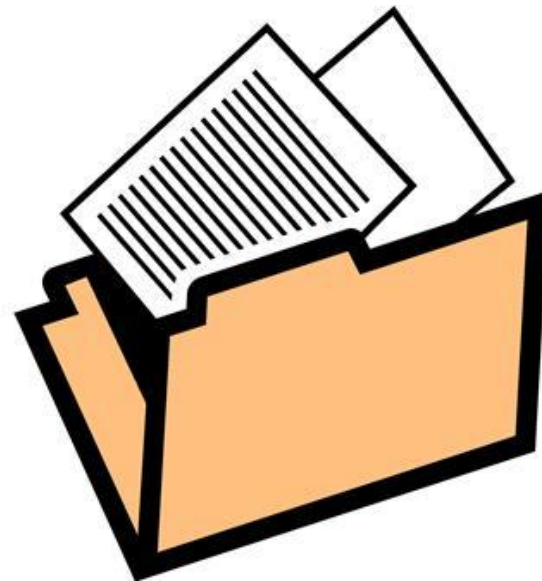
- All appropriate department heads should be present
- Discuss damages & estimated costs
- Applicant provides a list of ALL damages within 60 days of the kickoff meeting
- Project grouping techniques
- Review potential issues, such as insurance, environmental protection, historic preservation, and hazard mitigation opportunities that may affect the type and amount of assistance available
- Review documentation needed



# Documentation

Documentation is the process of establishing and maintaining accurate records of events and expenditures related to disaster recovery work.

Good record keeping facilitates the validation, approval, and funding processes for all projects, as well as any potential State and Federal audits.



Documentation should describe....



Who  
What  
When  
Where  
Why  
How much

# Project Worksheet (PW)

FEMA Form 90-91

PROJECT WORKSHEET NUMBER

PROJECT LOCATION

DESCRIPTION OF DAMAGE / CAUSE OF DAMAGE

SPECIAL CONSIDERATIONS

SCOPE OF WORK

COST ESTIMATE

PA-06-LA-7144-PW-00193(0)

Applicant Name:

HOPE

Period of Performance Start:

12-18-2006

Application Title:

Memory Lane

Period of Performance End:

06-18-2008

Bundle Reference # (Amendment #)

Date Awarded

**Subgrant Application - FEMA Form 90-91****Note:** The Effective Cost Share for this application is 50%

FEDERAL EMERGENCY MANAGEMENT AGENCY PROJECT WORKSHEET						
DISASTER		PROJECT NO.	PA ID NO.	DATE	CATEGORY	
FEMA	7144 - DR -LA		045-35955-00	04-24-2007	C	
APPLICANT: HOPE				WORK COMPLETE AS OF: 04-30-2004 : 100 %		
Site 1 of 1						
DAMAGED FACILITY:				COUNTY: Iberia		
Memory Lane Road Damage						
LOCATION:				LATITUDE:	LONGITUDE:	
Current Version:				31.8697	-72.2222	
Memory Lane, two miles east of State Route 171, Hope, LA						
DAMAGE DESCRIPTION AND DIMENSIONS:						
Current Version:						
Gravel washed away, 1000 ft X 10 ft wide and road scoured. Embankment washout entire length.						
SCOPE OF WORK:						
Current Version:						
Grade 1000 X 10 ft roadway and place #57 stone. Compact with roller. Roll embankments and stabilize with pea gravel.						
Does the Scope of Work change the pre-disaster conditions at the site? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			Special Considerations included? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No			
Hazard Mitigation proposal included? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			Is there insurance coverage on this facility? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No			
PROJECT COST						
ITEM	CODE	NARRATIVE	QUANTITY/UNIT	UNIT PRICE	COST	
1	9999	Grader	12/HR	\$ 75.00	\$ 900.00	
2	3030	LOCAL BORROW (MATERIAL ONLY)	800/CY	\$ 1.80	\$ 1,440.00	
3	9999	labor	1/LS	\$ 1,200.00	\$ 1,200.00	
4	9999	#57 stone	250/CY	\$ 25.00	\$ 6,250.00	
				<b>TOTAL COST</b>	<b>\$ 9,790.00</b>	
PREPARED BY subgrantee user13			TITLE Mavor		SIGNATURE	



# PW Documentation

Records for eligible costs incurred should be included in summary format, and may include: labor, material used, equipment, contract services.

Source documentation, such as copies of time sheets, payroll records, bid and contract documents, debris load tickets, invoices as well as proof of payment will be verified and should be available for final closeouts, audits or other required follow-up action.

# Documenting Debris Costs

Load tickets and tower logs provide essential information on:

- Locations of debris removal
- Type of debris removal
- Debris quantities (volume or weight, determined at inspection site)
- Identification of debris hauling truck/trailer and contractor
- Location of permitted final debris disposal site
- Documentation of labor, equipment, and material charges including hours of service, and associated charges for time and material contracts.



# Documenting Eligible Debris Work and Costs for Public Assistance Funding

LOAD TICKETS provide the most comprehensive information and a paper trail for FEMA PA Program reimbursement.

To support the Load Tickets, debris monitors should use:

- ✓ Tower and field monitoring logs
- ✓ Monitor reports
- ✓ Daily issue logs
- ✓ Truck certification forms

<b>Load Ticket</b>		Ticket No. 0012345	
Municipality (Applicant)		Prime Contractor	
		Sub-Contractor	
<b>Truck Information</b>			
Truck No		Capacity	
Truck Driver (print legibly)			
<b>Loading Information</b>			
<b>Loading</b>	Time	Date	Inspector/Monitor
	Location (Address or Cross Streets)		
When Using GPS Coordinates use Decimal Degrees (N xx.xxxxx)			
N		W	
<b>Unloading Information</b>			
Debris Classification		Estimated %, CYs, or Actual Weight	
<input type="checkbox"/> Vegetation <input type="checkbox"/> C&D <input type="checkbox"/> White Goods <input type="checkbox"/> HHW <input type="checkbox"/> Other* See Below			
<b>Unloading</b>	Time	Date	Inspector/Monitor
	DMS Name and Location		
Debris Explanation		Original: Copy 1: _____ Copy 2: _____ Copy 3: _____	Applicant _____ _____ _____

FEMA 325 Debris Management Guide

# Documenting Debris Force Account Costs

- Payroll records of full-time and temporary employees who worked on the debris removal operations
- Records of applicant-owned equipment
- Invoices of rental equipment
- Location of the debris removal
- Documentation from permitted final disposal locations :
  - ✓ Invoices of disposal tipping fees
  - ✓ Quantities of debris disposal



# REFERENCES



- Debris Management Guide, FEMA 325
- Elements of a Project Worksheet  
FEMA Disaster Assistance Fact Sheet, 9580.5
- FEMA website, 9500 series (FEMA policies)  
<http://www.fema.gov/9500-series-policy-publications>
- FEMA Summary Forms (Workbook)  
[www.mass.gov/mema](http://www.mass.gov/mema), Disaster Recovery & Mitigation,  
Public Assistance